

Temp. Duty Travel Allowances

§ 301-74.6

contract directly with a travel payment system service if your agency has contracting authority and you are not a mandatory user of GSA's charge card program.

NOTE TO §301-73.301: Under the new GSA charge card program effective November 30, 1998, it will be your responsibility to select the vendor that will be most beneficial to your agency's travel and transportation needs.

PART 301-74—CONFERENCE PLANNING

Sec.

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AUTHORITY: 5 U.S.C. 5707.

SOURCE: 63 FR 15979, Apr. 1, 1998, unless otherwise noted.

§301-74.1 What is a conference?

A meeting, retreat, seminar, symposium or event that involves attendee travel. The term also applies to training activities that are considered to be conferences under 5 CFR 410.404.

§301-74.2 What are "conference costs"?

Conference costs are all costs paid by the government for a conference, whether paid directly by agencies or reimbursed by agencies to travelers or others associated with the conference, e.g., speakers, contractors, etc. Such costs include, but are not limited to: travel to and from the conference, ground transportation, lodging, meals and incidental costs, meeting room and audiovisual costs, registration fees, speaker fees, other conference-related administrative fees, and the cost of employees' time spent at the conference and traveling to and from the conference.

§301-74.3 What are "conference attendees' travel costs"?

"Conference attendees' travel costs" are authorized transportation and per diem expenses incurred in attending a conference at Government expense.

§301-74.4 What are "conference attendees' time costs"?

"Conference attendees' time costs" are the costs of employee's time spent at a conference (including en route travel time during normal duty hours).

§301-74.5 Who must authorize employee attendance at conferences and the Government sponsorship or funding, in whole or in part, of conferences?

A senior agency official, other than attendee.

§301-74.6 Are there any requirements for sponsoring or funding a conference at a place of public accommodation?

Yes. When you sponsor or fund, in whole or in part, a conference at a place of public accommodation in the U.S., you must use a FEMA approved accommodation, except as provided in §301-74.7. This provision also applies:

(a) To the government of the District of Columbia only when it expends Federal funds for a conference; and

(b) To a non-Federal entity to which Government funds are provided for the conference.

[63 FR 15979, Apr. 1, 1998; 63 FR 35538, June 30, 1998]

§301-74.7 May we waive the requirement?

Yes, if the head of your agency makes a written determination on an individual case basis that waiver of the requirement to use FEMA approved accommodation is necessary in the public interest for a particular event. Your agency head may delegate this waiver authority to a senior agency official who is given all authority with respect to conferences sponsored or funded, in whole or in part, by your agency.

§301-74.8 What must be included in any advertisement or application form for conference attendance?

Any advertisement or application for attendance at the conference must include notice that agencies are prohibited from using a non-FEMA approved place of public accommodation for conferences. In addition, any executive agency as defined in 5 U.S.C. 105 shall notify all non-Federal entities to which it provides federal funds of this prohibition.

[63 FR 15979, Apr. 1, 1998; 63 FR 35538, June 30, 1998]

§301-74.9 What policies must we establish governing the selection of a conference site?

You must establish policies that will:

(a) Minimize conference administrative costs, conference attendees' travel costs, and conference attendees' time costs; and

(b) Maximize the use of Government-owned or Government provided conference facilities as much as possible.

(c) Identify opportunities to save costs in selecting a particular conference site (e.g., through the availability of attractive and competitive rates during the off-season at a site having seasonal rates).

§301-74.10 What records must we maintain to document the selection of a conference site?

For each conference you sponsor or fund, in whole or in part, that involves travel by 30 or more employees, you must maintain a record of the cost of each alternative conference site. You must make these records available for inspection by your Office of the Inspector General or other interested parties.

§301-74.11 What special rules apply when we conduct a conference in the District of Columbia?

(a) In addition to the general rules provided in §301-74.6, the following special rules apply:

(1) You may not directly procure lodging facilities in the District of Columbia without specific authorization and appropriation from Congress (see 40 U.S.C. 34); and

(2) Any short-term conference meeting space you obtain in the District of Columbia must be procured under 41 CFR 101-17.101-4.

(b) The provisions of paragraph (a) of this section do not prohibit payment of per diem to an employee authorized to obtain lodging in the District of Columbia while performing official business travel.

§301-74.12 What policies and procedures must we establish to govern the selection of conference attendees?

You must establish policies that reduce the overall cost of attending a conference. The policies and procedures must:

(a) Limit your agency's representation to the minimum number of attendees necessary to accomplish your agency's mission; and

(b) Provide for the consideration of travel expenses when selecting attendees.

§301-74.13 May we include conference administrative costs in an employee's per diem allowance payment for attendance at a conference?

No. Per diem is intended only to reimburse the attendee's subsistence expenses. You must pay conference administrative costs separately.

PART 301-75—PRE-EMPLOYMENT INTERVIEW TRAVEL

Subpart A—General Rules

Sec.

301-75.1 What is the purpose of the allowance for pre-employment interview travel expenses?

301-75.2 May we pay pre-employment interview travel expenses?

301-75.3 What governing policies and procedures must we establish related to pre-employment interview travel?